



REGIONAL HUMAN RESOURCES ASSISTANT

Announcement # JB-06010

Salary: \$13.00 - \$16.00 per hour Series/Grade: NF 0203 02/03

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: Regional NAF Human Resources Office - JB Anacostia/Bolling

OPENED: 22 SEPT 2010

FIRST CUT OFF: 22 OCT 2010

CLOSES: Open Until Filled

AREA OF CONSIDERATION: ALL SOURCES

Regular Full-Time (35 – 40 hours per week) with Benefits

HOW TO APPLY:

Submit ALL required forms (available on <https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm>) to:
Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670.

A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.

Direct inquiries to: 301-342-5304 or 202-767-5206

Entry Level NF 02

Responsible for performing a variety of personnel clerical duties to include recruiting personnel, processing personnel actions, including dental, medical, orientation, training, exit interviews, etc. Assist in supporting a personnel specialist coordinating activities, assisting in matters involving performance appraisals, answering questions regarding personnel policies, etc. Types a variety of material such as personnel action changes, forms, reports, award certificates, directives, etc.

Full Performance Level NF 03

Performs administrative and technical support work in a variety of personnel functions. Processes the full range of personnel actions for craft and trade and pay band non-appropriated fund (NAF) employees involving a variety of occupations. Examines request for personnel actions, verifies all entries by performing a procedural and technical review of proposed actions to assure correctness of entries and cited authority. Processes new appointments. Interviews employees to obtain data to complete or instruct individuals in completing forms such as health benefits registration, life insurance, designation of beneficiary, tax certificates, clearance and investigation data. Computes and flags due dates for various types of personnel actions, i.e., within grade increase, conversions, performance appraisals, expiration date of temporary appointment, salary retention period, etc. Verifies employment.

Processes Requests for Personnel Actions (SF-52s). Ensures supporting documents are complete and attached to SF-52 (e.g. job descriptions, set of duties, etc.). Provides assistance to customers on applicable procedures, instructions, and regulations. Monitors status on pending actions. Reviews personnel action requests for correctness of position numbers and organizational data. Retrieves data for reports. Provides information on status of personnel actions to operating officials.

Determines necessary documents needed to support transactions and ensures they are included in the action and OPF. Establishes and maintains OPFs, including consolidation with prior service records. Conducts new employee orientation. Provides brochures, e.g., health/life insurance, and explains retirement provisions, hours of work, leave accrual, health and life insurance options, local facilities, standards of conduct, EEO, etc. Ensures benefit enrollments are completed timely and accurately and contain necessary certifications. Assists employees in preparing documents necessary for background investigations, (NACIs) etc. Inputs information into the automated personnel system in a timely manner and ensure accuracy of all salary and pay adjustments. Composes and types Vacancy Announcements for distribution by e-mail to the job vacancy web site and various contacts on a distribution list within area of consideration. Prepares advertisement for publication in newspapers requested by the respective departments. Maintains case files for each Vacancy Announcement. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Minimum of one year experience that demonstrates the ability to perform the work of the entry level NF 02 position. Ability to interpret and apply rules, regulations and policies applicable to the program areas assigned. Must have knowledge of established clerical procedures. Knowledge of grammar, spelling, punctuation and capitalization. Ability to type. Must be able to obtain access to base computer system. Position subject to a successful background investigation.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

Visit our web site:

<https://www.cnmc.navy.mil/ndw/Jobs/OpenPositions/index.htm>